

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	September 8, 2003
POSITION:	SUPPLY CLERK
LOCATION:	500 Pearl Street New York, New York
CLASS LEVEL:	CL-23
SALARY:	Up To \$33,924
CLOSING DATE:	Open Until Filled
VACANCY NO.:	03-27

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The Supply Clerk performs a combination of manual and clerical duties with particular responsibility for the receiving, storage, movement, distribution and delivery of materials, supplies, furniture, furnishings, and equipment of varying dollar values. The Supply Clerk maintains and operates photocopy equipment, enters data into a computer and performs other duties as required. **Work does involve heavy lifting.**

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent, and have at least one year of general experience. To qualify for the CL-23 level you must have an additional year of specialized experience. **Applicants must be able to type 35 wpm. Computer literacy and attention to detail are highly desirable qualifications. A valid driver's license is required.**

GENERAL EXPERIENCE: Clerical or administrative experience in work which involved typing, filing, record keeping, public contact and telephone usage.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS